

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
NOVEMBER 7, 2001**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, November 7, 2001, at 1:00 p.m., Eastern Daylight Time (EDT). The meeting was led by Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance identified in the committee's previously distributed meeting agenda.*

INTRODUCTION

Mr. Sotomayor called the meeting to order and reviewed the Agenda.

APPROVAL OF MINUTES

The minutes were approved and accepted as written.

STATUS OF ACTION ITEMS

OSA Committee Session Agenda – Mr. Sotomayor sent the interim meeting OSA session agenda to the Committee for approval and then sent the final version to Ms. Hankins.

Accrediting Authority Workgroup On-Site SOP Subgroup- Mr. Sotomayor reported that he spoke with Mr. Ken Jackson regarding the subgroup's participation at the interim meeting. The On-Site SOP Subgroup will be ready to finalize some recommendations, which will be presented at NELAC-7i.

TOPICS FOR DISCUSSION

NELAC-7i Conference

Mr. Sotomayor polled members for attendance at NELAC-7i and the training sessions. Mr. Santos Urrea will not be attending. Mr. Richard Sheibley was uncertain he would attend. Mr. William Ingersoll will attend the Measurements Uncertainty training session. Mr. Charles Dyer will attend the session on "Detecting and Correcting Inappropriate Laboratory Practices". Mr. Sotomayor requested that those attending the courses share their impressions with the committee at the next teleconference.

Review of NELAC-7i OSA Agenda

Mr. Sotomayor reviewed the conference Agenda with the Committee and the roles assigned. Mr. Sotomayor reported that Ms. Mimi Uhlfelder would present Appendix “C” to Chapter 3. No changes were required to the conference agenda.

Strategic Planning Session for NELAC

Mr. Jerry Parr will hold a Strategic Planning Session on Saturday, December 1, and Sunday, December 2, 2001. The session will be a stakeholders workshop and will attempt to start crafting a plan to guide NELAC for the next five years. Mr. Sotomayor confirmed that he would be attending this meeting. He will advise the committee of the procedures and the outcome of the strategic planning meeting.

NEXT STEPS

The OSA Committee cancelled its scheduled November 21 teleconference.

The Committee will meet at 5:00 p.m., Wednesday, December 5, 2001, at the NELAC-7i registration desk to review final agenda and logistics for the conference.

ADJOURNMENT

The next teleconference will be scheduled for January 2002. Mr. Sotomayor will notify the committee when it has been scheduled. There being no further business, this meeting was adjourned.

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING**

ITEM No.	ACTION	DATE TO BE COMPLETE D
1	The committee will meet at 5:00 PM on December 5 to review logistics of the OSA session at NELAC 7i.	12/05/01
2	Conduct committee session at NELAC 7i.	12/06/01

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
NOVEMBER 7, 2001**

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